



# Utah WIC Program – Bookkeeper Information Sheet

## **\*\*\*Every store should initiate a screening process for Utah WIC Checks and Cash-Value Vouchers for errors before depositing\*\*\***

Follow the instructions below or refer to the WIC Manual Training for Bookkeeping and Cash Office Staff (2013 Edition)

- Did the cashier accept the check within proper dates?  
***If not, do not deposit.***
- Did the cashier legibly write in **BLACK INK** the total in the “Pay Exactly” box?  
***If not, use a black pen and write in the total amount and deposit.***
- Does the total seem reasonable for the items that are listed on the check?  
***If not, recalculate and adjust the price before depositing.***
- Does the total amount exceed the limit on the cash-value voucher?  
***If the total amount exceeds the limit on the cash-value voucher, adjust the price and deposit.***
- Did the store associate have the customer sign the check; is the signature in the “AUTHORIZED SIGNATURE” box?  
***If not, do not sign and do not deposit.***
- Is there handwriting of any kind in the “PAY TO WIC VENDOR (STAMP)” & “DATE USED (STAMP)” box?  
***If so, place a white sticky label over the stray lines before depositing.***
- Is the WIC Stamp set to the correct date of the transaction?  
***If not, place a white sticky label over the entire stamp, change the date and re-stamp.***
- Imprint the check with the WIC stamp using **BLACK INK** in the proper box. ***Do not double stamp.***
- Is the stamp imprint dark enough and readable?  
***If not, place a white label over the entire stamp and re-stamp. Consider re-inking the stamp pad.***
- The check is now **ready** for deposit to the bank.

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## **Rejected WIC Checks**

1. Returned WIC checks with **missing** or **unreadable** vendor stamps may be corrected and directly re-deposited within sixty (60) days of the First Date to Use. *Use a white sticky label to cover any unreadable stamp numbers/date before re-imprinting. Do not double stamp.*
2. Returned WIC checks **with a total purchase price** that **exceeds the maximum reimbursable amount** must be validated by the State WIC Office **before** it may be redeposited. *Mail the rejected check to the State WIC office accompanied with a printed copy of the electronic transaction or copy of the receipt. A printed list or dummy cash register receipt will not be accepted.*
3. WIC checks returned for the following reasons will not be paid nor accepted for validation:
  - a. ***Checks missing the authorized signature,***
  - b. ***The authorized signature is placed outside of the signature box,***
  - c. ***The check is redeemed prior to the First Date to Use,***
  - d. ***The check is redeemed greater than the Last Date to Use,***
  - e. ***The check is missing the total amount in the Pay Exactly box.***
4. **Returned WIC checks that the vendor wishes the Utah WIC Program to consider for validation need to be sent to:**

Utah WIC Program  
Attn: Vendor Coordinator  
P.O. Box 141013  
Salt Lake City, Utah 84114-1013

Effective January 1, 2013

Revised January 1, 2013 - previous editions should not be used